

# **Student Retention and Return Policy with Short-Term Payment Plan**

## **1. Purpose**

Career Options, Inc. is committed to helping students complete their training while meeting their financial obligations. This policy allows students with a **past-due balance** to return or continue in the program under an **interest-free, short-term payment plan**, provided they are making academic progress and are committed to completing the course.

## **2. Eligibility to Return or Continue with a Balance**

A student may return to or continue in the program if:

- The student owes **no more than 10% of the total program cost**.
- The student is in good academic and attendance standing or has previously completed at least one week of the course.
- The student signs a **short-term payment agreement** with weekly or biweekly payments.

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## **3. Short-Term Interest-Free Payment Plan**

- Payment plans are **interest-free** and based on the student's **weekly budget or income**.
- Payments must be made **weekly** or **biweekly**, depending on the course schedule.
- The entire balance must be **paid in full before the final exam** or no later than the **last day of the course**.
- No diploma, transcript, or certificate will be issued until the balance is paid.

## **4. Conditions for Continued Enrollment**

To remain enrolled under this policy, the student must:

- Attend classes regularly and remain in good standing.
- Make all scheduled payments on time.
- Communicate promptly with Student Services if their financial situation changes.

Failure to comply may result in:

- Immediate withdrawal from the program;
- A hold on registration, transcripts, or diploma;
- Ineligibility to re-enroll until balance is resolved.

## **5. Reinstatement and Payment Plan Process**

Students requesting to return or remain in class with a balance must:

- Meet with **Student Services** before rejoining;
- Sign a **Short-Term Payment Agreement**;
- Commit to finishing the course and clearing the balance on time.

## **6. Contact for Payment Arrangements**

Career Options, Inc– **Student Services**  
2644 E Denspter St Park Ridge, IL 60068  
Email: [learn@careeroptionscenter.com](mailto:learn@careeroptionscenter.com)  
Phone: (847)297-3900